




## COUNCIL COMMUNICATION

PREPARED BY: Assistant City Manager

BACKGROUND: Staff has been asked to obtain budgets from other cities. The purpose of the request was not made clear, so a thorough evaluation by staff is impossible.

If the City Council is interested in pursuing this, staff would be interested to be informed as to what information currently is provided that is too broad or too narrow; the degree of detail it wishes to receive; and if there is information it wishes to have included or eliminated. Your individual critiques would be appreciated. I am ready to spend time with you individually or collectively to discuss this subject.

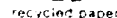
Respectfully submitted,

  
Jerry L. Glenn  
Assistant City Manager

attachments

APPROVED

THOMAS A. PETERSON  
City Manager



## PLANNING AND DEVELOPMENT

## BUILDING INSPECTIONS DIVISION

	CURRENT YEAR	PROPOSED YEAR 1	APPROVED YEAR 1	PROPOSED YEAR 2	APPROVED YEAR 2
<b>COST SUMMARY:</b>					
EMPLOYEE SERVICES	4,073	4,240	4,250	4,443	4,571
SERVICES & SUPPLIES	986	599	599	602	602
EQUIPMENT	2	0	0	0	0
DEBT SERVICE	0	0	0	0	0
CIP/GRANT OFFSET	0	0	0	0	0
<b>TOTAL COST</b>	<b>5,061</b>	<b>4,839</b>	<b>4,849</b>	<b>5,045</b>	<b>5,173</b>
<b>FUNDING SUMMARY:</b>					
GENERAL FUND	4,981	4,759	4,769	4,965	5,093
OTHER SOURCES	80	80	80	80	80
<b>TOTAL FUNDING</b>	<b>5,061</b>	<b>4,839</b>	<b>4,849</b>	<b>5,045</b>	<b>5,173</b>

Description

The Building Inspections Division's primary mission is to ensure that construction in the City complies with various codes, local ordinances and project conditions. In addition, the Division responds to citizen complaints and resolves substandard housing and dangerous buildings cases. Specific activities include: Building Inspections Administration, which provides direction and coordinates the activities of various division sections; Commercial Plan Checking, which reviews commercial construction plans for compliance with applicable codes; Permit Services, which reviews residential plans for code compliance and coordinates the processing and tracking of all permits; Field Inspections, which conducts on-site inspections of buildings under construction for compliance with various codes and conditions; and, Housing and Dangerous Buildings, which enforces the City's Housing Code and Dangerous Building Code.

Summary of Changes in Staffing and Costs:

	<-----STAFFING (FTE)----->			<-----COST (\$ IN 000)----->		
	CURRENT YEAR	APPROVED YEAR 1	APPROVED YEAR 2	CURRENT YEAR	APPROVED YEAR 1	APPROVED YEAR 2
INSPECTIONS ADMINISTRATION	4.00	3.00	3.00	311	271	283
COMMERCIAL PLAN CHECK	12.50	12.50	12.50	1,143	925	963
BUILDING AND HOUSING	37.00	37.00	37.00	2,297	2,231	2,285
PERMIT SERVICES	20.50	20.50	20.50	779	811	1,009
HOUSING DANGEROUS BUILDINGS	9.00	9.00	9.00	531	611	633
DIVISION TOTAL	83.00	82.00	82.00	5,061	4,849	5,173
INCREASE (DECREASE)		<1.00>	.00		<212>	+324

Proposed Budget

## Year 1 (1991-92) Reductions:

- o A reduction of one clerical position in the administrative section is proposed.

## Year 2 (1992-93) Reductions:

- o The reduction listed in Year 1 (1991-92) will continue through Year 2 (1992-93).

The proposed reduction will limit the administrative support to the other functions with the Building Inspections Division.

## Year 1 (1991-92) Increases:

- o An increase of \$50,000 is proposed to fund costs associated with the Housing relocation program.

## Year 2 (1992-93) Increases:

- o The increase proposed for Year 1 is included as well as cost of living salary adjustments.

**Approved Budget**

- o The Approved Budget includes adjustments for final labor costs and distribution of approved augmentations between budget categories.

**Continuing Issues**

- o Continued development of the Automated Permits System will require the continued allocation of resources.
- o The projected slowdown in construction activity has allowed the transfer of resources to provide for an expanded Housing Program. When construction activity picks up these resources will have to be withdrawn diminishing the Housing Program's effectiveness.
- o The projected slowdown in construction has allowed the transfer of resources to implement the environmental mitigation monitoring program and expand inspections for planning entitlement conditions. When construction activity picks up these resources will have to be withdrawn.
- o Workload fluctuations and the ability to match workload with resources continues to represent a budgetary and workload problem.

**1990-91 Highlights**

- o The activities of the Permit Services Section have been expanded to include environmental mitigation monitoring and inspections for planning entitlement conditions.
- o The Sign Program has been transferred from the Neighborhood Services Division to the Permit Services Section.
- o The new automated cashiering system was upgraded.
- o Development has continued on the automated permit management system.
- o Resources were transferred to facilitate the expansion of the Housing Program and the Relocation Ordinance was passed and implemented.

- o Staff levels were reduced (with unfilled positions) and use of contracted plan check funds was limited in response to the declining workload.
- o A new fee schedule was prepared to achieve full cost recovery for Division operations.
- o The High Rise Ordinance was developed.

## CITY OF MILPITAS

1992-93 FINAL BUDGET FOR THE 1992 TWO-YEAR FINANCIAL PLAN

ORGANIZATIONAL UNIT: 530	1991-92 SERVICE LEVEL			APPROVED SERVICE LEVEL		
Building Inspection	Expenditures: \$1,011,344			Expenditures: \$1,011,344		
DEPARTMENT:	PERSONNEL			PERSONNEL		
Community Development	Full Time	Part-Time	Other	Full Time	Part-Time	Other
AMENDMENT REQUESTED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	12			12		

DESCRIBE THE CURRENT OPERATIONS: The Building Inspectors review and approve building plans; issue permits; inspect construction in-progress for compliance with City and State codes; inspect for changes in occupancy; participate in housing and City building programs; administer code enforcement service request program; maintain an emergency response inspection program and advise the construction industry and the general public in building code matters.

WHAT CHANGE IS PROPOSED? The current service level is recommended.

BENEFITS/CONSEQUENCES: Basic building code compliance will be maintained through a program of plan review, permit issuance and building inspection. Inquiries at the public counter receive a response in a timely manner and all plan check problems are properly addressed.

FUNDS REQUIRED		AUTHORIZED POSITIONS	Full Time	Part-Time	Other
Salaries & Benefits	844,601	Chief Building Official	1		
Services & Supplies	83,025	Senior Building Inspector	1		
Capital Outlay	83,718	Electrical Inspector	1		
Total	\$1,011,344	Building Inspector	6		
NEW POSITIONS REQUESTED		Senior Plan Check Engineer	1		
		Plan Check Engineer	1		
MAJOR EQUIPMENT REQUESTED		Office Specialist	1		
		TOTAL PERSONNEL	12		

WORKLOAD/PERFORMANCE INDICATORS	1990-91	1991-92	1992-93	1993-94
Building permits issued	1,534	1,454	1,400	1,400
Sub permits issued	2,700	2,600	2,300	2,300
Building inspections performed	53,546	60,293	60,000	60,000

OTHER SERVICE LEVEL ALTERNATIVE RECOMMENDED: None

## 1992-93 FINAL BUDGET FOR THE 1993 TWO-YEAR FINANCIAL PLAN

EXPENDITURE DESCRIPTIONS	1992-93 Current Service Level	1992-93 Amendment Requested	1992-93 Approved	1993-94 Amendment Requested
<b>SALARIES</b>				
411100 - Full-time Wages	644,759		644,759	
411200 - Part-time Wages	10,000		10,000	
411300 - Overtime Pay	14,000		14,000	
412260 - Car Allowance	3,600		3,600	
413100 - Retirement-PERS	93,426		93,426	
413200 - Group Insurance	63,240		63,240	
413300 - Medicare, Employer's Contribution	5,493		5,493	
413400 - OASDI, Employer's Contribution	620		620	
413500 - Worker's Compensation	9,463		9,463	
<b>SERVICES AND SUPPLIES</b> Subtotal	<b>\$844,601</b>		<b>\$844,601</b>	
422100 - Equipment Charges	19,425		19,425	
423100 - Office Supplies	4,800		4,800	
423400 - Health & Safety Equipment	1,500		1,500	
425100 - Professional Services	27,550		27,550	
425320 - Strong Motion Fees	20,000		20,000	
428100 - Memberships & Meetings	7,150		7,150	
428200 - Training Seminars	2,600		2,600	
<b>CAPITAL OUTLAY</b> Subtotal	<b>\$83,025</b>		<b>\$83,025</b>	
454100 - Office Furniture & Equipment	2,000		2,000	
456100 - Electronic Equipment	1,000		1,000	
499999 - Capital Improvement Projects	80,718		80,718	
Subtotal	<b>\$83,718</b>		<b>\$83,718</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$1,011,344</b>		<b>\$1,011,344</b>	
<b>SOURCE OF FUNDING</b>	<b>Salaries</b>	<b>Services &amp; Supplies</b>	<b>Capital Outlay</b>	<b>Total</b>
General Fund (010)	802,371	78,949	12,650	893,970
Street Fund (020)				
Municipal Improvement Bond Fund (240)				
Park Fund (320)			2,100	2,100
Water (400)	25,338	2,446	90	27,874
Sewer (450)	16,892	1,630	60	18,582
Equipment Management Fund (500)				
Agency (600)				
Redevelopment (900)			68,818	68,818
<b>TOTAL FUNDING</b>	<b>\$844,601</b>	<b>\$83,025</b>	<b>\$83,718</b>	<b>\$1,011,344</b>

## BUILDING INSPECTION DIVISION

MISSION STATEMENT To provide efficient and responsive permit, plan check, inspection and code enforcement services to ensure the health and safety of La Mesa's citizens. A professional program will be provided that remains up to date, and that continues to be accessible and oriented to effective problem solving with a team approach.

## BUDGET

	ACTUAL 1990-91	ACTUAL 1991-92	FINAL BUDGET 1992-93
SALARIES	\$ 191,692	\$ 276,797	\$ 229,840
FRINGE BENEFITS	60,599	86,049	75,800
PERSONAL EXPENSES	2,711	2,350	2,320
MATERIALS, SUPPLIES & SERVICES	26,018	16,251	22,710
CAPITAL OUTLAY	7,229	0	0
DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 288,249	\$ 381,447	\$ 331,270

EXPLANATION OF CHANGES, FY 1991-92 TO FY 1992-93

- o In FY 92-93, the full cost recovery rate of the building inspection program, as established by the City Council, will not be attained because of limited permit and construction activities.

KEY OBJECTIVES

1. Implement and enhance the Customer Service Program with the primary focus on quality and quantity services of plan review and building inspection.
2. Develop and implement a comprehensive computer-based permit system.
3. Complete the inspection program of mobilehome parks in accordance with the State approved inspection schedule.
4. Establish a workable file and follow-up on complaints and routine correspondence, utilizing the capability of the computer-based permit system.
5. Establish policies and procedures on the subjects of "Special Inspection" and "Grading Inspections".



## BUILDING INSPECTION DIVISION

PROGRAM DESCRIPTION	REGULAR POSITIONS	TOTAL ESTIMATE
1. <u>ADMINISTRATION</u> - Supervise and coordinate divisional personnel, functions and activities.	0.25	\$ 15,790
2. <u>PERMIT SERVICES</u> - Accept, process and issue the various permits in conjunction with building construction activities.	1.00	\$ 63,100
3. <u>PLAN CHECK SERVICE</u> - Review and approve building plans to ensure compliance with all applicable City and State building regulations.	1.00	\$ 63,100
4. <u>CONSTRUCTION INSPECTION SERVICE</u> - Inspect building construction during various construction stages to ensure compliance with the approved plans and all building standards.	2.00	\$ 126,180
5. <u>BUILDING CODE COMPLIANCE</u> - Address, investigate and resolve the violations of City's Building Standards.	0.50	\$ 31,560
6. <u>PUBLIC INFORMATION</u> - Provide information on permit process, building code requirements, and permit status. Compile construction activities reports.	0.25	\$ 15,770
7. <u>CODE DEVELOPMENT AND IMPLEMENTATION</u> - Represent the City and participate in the development of building code requirements at both local and State level. Educate and train division personnel on the implementation of new code requirements.	0.25	\$ 15,770
 TOTAL, ALL PROGRAMS	 5.25	 \$ 331,270

## BUDGET COMPARISONS

001-149 BUILDING INSPECTION DIVISION						1992-93 FINAL
ACCT	DESCRIPTION	1990-91 ACTUAL	1991-92 BUDGET	1991-92 ACTUAL	1992-93 FINAL	versus 1991-92 BUDGET
6101	REGULAR SALARIES	189,946	277,520	275,892	228,740	17.5-
6102	PART TIME/TEMP SALARIES	0	0	0	0	0.0
6103	OVERTIME	1,746	1,600	247	0	106.0-
6104	SPECIAL PAY	0	0	658	1,000	0.0
Total: SALARIES AND WAGES		191,692	279,120	276,797	229,840	17.6-
6205	RETIREMENT	24,388	38,990	36,191	34,440	11.6-
6206	SOCIAL SECURITY	14,681	20,730	19,438	16,660	19.6-
6208	CAFETERIA - FLEXNET	16,500	24,300	24,300	19,950	17.9-
6209	LONG TERM DISABILITY INS	740	850	850	940	10.5
6210	GROUP LIFE INSURANCE	1,010	1,130	1,130	920	18.5-
6211	GROUP LIFE INS - MGMT	180	340	340	110	67.6-
6212	WORKERS' COMP INSURANCE	3,100	3,800	3,800	2,780	26.8-
6213	UNEMPLOYMENT COMP INS	0	0	0	0	0.0
Total: FRINGE BENEFITS		60,599	90,140	86,049	75,600	15.9-
6310	INSURANCE & SURETY BONDS	0	0	0	0	0.0
6311	TRAVEL/CONFERENCES/MTGS	1,054	2,900	1,232	100	96.5-
6312	MEMBERSHIPS AND DUES	525	990	594	820	16.3-
6313	TRAINING	1,022	1,500	524	2,000	33.3
6314	CLOTHING & PERSONAL EXP	0	0	0	0	0.0
Total: PERSONAL EXPENSES		2,711	5,380	2,350	2,920	45.7-
6416	OFFICE SUPPLIES	969	1,100	1,071	1,100	0.0
6417	POSTAGE	181	300	277	300	0.0
6418	BOOKS/SUBSCRIPT/PRINTING	1,417	2,000	2,093	1,600	20.0-
6419	DUPLICATING	1,284	1,000	710	1,000	0.0
6420	SPECIAL DEPT SUPPLIES	20	0	0	0	0.0
6421	SMALL TOOLS	187	200	99	200	0.0
6422	ADVERTISING	0	0	0	0	0.0
6423	COMMUNICATIONS	412	500	375	600	20.0
6425	RENTS AND LEASES	307	0	0	0	0.0
6426	MAINT OF BLDGS & GROUNDS	0	0	0	0	0.0
6427	VEHICLE OPERATING SUPPLS	479	700	591	700	0.0
6428	VEHICLE MAINTENANCE	279	500	651	550	10.0
6429	MILEAGE	969	1,800	2,250	1,800	0.0
6430	PROF & SPECIALIZED SVCS	8,174	6,000	1,341	8,000	33.3
6431	MAINT/OPERATION OF EQUIP	1,349	820	593	700	14.6-
6432	CONTRIB - OTHER AGENCIES	0	0	0	0	0.0
6440	DEPRECIATION	3,390	3,960	3,960	3,960	0.0
6450	OTHER CHARGES	6,601	4,770	2,240	2,200	53.8-
6461	UTILITIES-GAS	0	0	0	0	0.0
6462	UTILITIES-ELECTRICITY	0	0	0	0	0.0
6463	UTILITIES-WATER	0	0	0	0	0.0
Total: MATERIALS, SUPPLIES AND SVCS		26,016	23,650	16,251	22,710	3.9-
6581	LAND	0	0	0	0	0.0
6582	BUILDINGS	0	0	0	0	0.0
6583	IMPROVEMENTS-NON BLDGS	0	0	0	0	0.0
6584	EQUIPMENT REPLACEMENT	7,229	4,280	0	0	0.0
6585	VEHICLE REPLACEMENT	0	0	0	0	0.0
Total: CAPITAL OUTLAY		7,229	4,280	0	0	100.0-
6691	RETIREMENT OF PRINCIPAL	0	0	0	0	0.0
6692	INTEREST EXPENSE	0	0	0	0	0.0
6693	LOAN REPAYMENT	0	0	0	0	0.0
Total: DEBT SERVICE		0	0	0	0	0.0
Totals for 001-149		288,249	402,570	331,447	331,270	17.7-

## CITY OF TRACY

CITY OF TRACY PROGRAM PERFORMANCE BUDGET				FY92-93	PROGRAM BUDGET DATA				18-Jun-92
PROGRAM: 2332 - Building Inspections									
Perform field inspections on Building and Construction projects to ensure compliance to adopted codes and ordinances.									
PERFORMANCE OBJECTIVES									
1. To perform 17,070 building inspections.									
2. To record results of 17,070 building inspections.									
3. To perform inspections within 24 hours of request.									
PERFORMANCE INDICATORS									
		FY90-91	FY91-92	FY92-93		FY90-91	FY91-92	FY92-93	
		Actual	Estimated	Projected		Actual	Estimated	Approved	
DEMAND									
1. Active Bldg Sites	>	>	5,037	>	6,044				
2. Active Permits	>	>	5,037	>	6,044				
3. Inspection requests	>	11,487	>	14,230	>	17,070			
4.	>	>	>	>					
5.	>	>	>	>					
WORKLOAD									
1. Daily Bldg Sites Visited	>	>	14,226	>	17,070				
2. Inspections performed.	>	23,585	>	27,000	>	32,400			
3. Hours on Inspections	>	>	5,400	>	5,400				
4.	>	>	>	>					
5.	>	>	>	>					
6. Program Revenues (\$ 000)	>	\$246.4	>	\$631.9	>	\$730.9			
7.	>	>	>	>					
8.	>	>	>	>					
9.	>	>	>	>					
10.	>	>	>	>					
PRODUCTIVITY									
1. Cost/inspection	>	\$14.84	>	\$9.42	>	\$8.61			
2. Hours/inspection.	>	>	>	0.20	>	0.17			
3. Program Revenues as a % of Program Costs	>	>	>	>					
	>	70.42%	>	248.39%	>	262.12%			
EFFECTIVENESS									
1. % of Inspections performed	>	>	>	>					
2. within 24 hours of request	>	>	>	>					
3. Inspections/Day	>	90.71	>	103.85	>	124.62			
4. Bldg Sites Completed	>	>	>	>					
5. Permits Closed Out	>	>	>	>					
RESOURCES									
Budgeted Positions		7.05		3.80		3.80			
Expenditures		\$349,897		\$254,400		\$278,840			
PROGRAM EXPENDITURES									
Personnel Expenses	\$	303,231	\$	208,480	\$	217,410			
Contracted Services		3,625		4,970		27,930			
Commodities		1,815		1,560		2,410			
Internal Charges		41,226		39,370		31,090			
Other Payments		0		0		0			
Total	\$	349,897	\$	254,400	\$	278,840			
Annual % Change		3.87%		-27.29%		9.61%			
FUNDING SOURCES									
General Fund Taxes	\$	103,421	\$	(377,500)	\$	(452,060)			
Fee Revenues		246,476		631,900		730,900			
Total	\$	349,897	\$	254,400	\$	278,840			
EQUIVALENCY FACTOR									
Cost per EOI		\$21.83		\$15.30		\$16.16			
Annual % Change		-4.88%		-29.92%		5.67%			
PROGRAM STAFFING									
		FY90-91		FY91-92		FY92-93			
		Actual		Estimated		Approved			
Regular Positions									
Building Official		0.40		0.40		0.40			
Secretary		0.40		0.40		0.40			
Building Inspector Supervisor		1.00		0.00		0.00			
Building Inspector		5.00		3.00		3.00			
Other Staffing (Full-Time Equivalents)									
Contract Inspector		0.00		0.00		0.00			
Temp Clerk		0.25		0.00		0.00			
Total - Full Time Equivalents		7.05		3.80		3.80			
COMMENTARY									
In FY90-91, program workload dropped considerably due to the downturn in building and construction activities. Program staffing was reduced by 3.25 positions. In FY91-92, program workload is expected to increase only slightly, while program costs reflect the staffing reduction.									
In FY92-93, program workload is expected to pick up further. As approved, program staffing will remain at its current level. Program expenditures reflect an increase in overtime and demolition costs.									

CITY OF TRACY		PROGRAM PERFORMANCE BUDGET		FY92-93	PROGRAM BUDGET DATA			18 Jun-92
PROGRAM: 2333 - Code Enforcement								
Perform field inspections and respond to complaints to enforce codes and ordinances related to zoning, land-use, and sub-standard dwellings.								
PERFORMANCE OBJECTIVES								
1.	To perform 360 field inspections of alleged violations.							
2.	To inspect 12 projects for compliance with conditions of approval of discretionary permits and CEQA.							
3.	To resolve 90% of the violation without court action.							
4.	To perform 23 noise inspections.							
PERFORMANCE INDICATORS		FY90-91	FY91-92	FY92-93				
		Estimated	Estimated	Projected				
DEMAND								
1.	Complaints received.	> 119 >	> 172 >	> 206				
2.	Conditions monitored.	> 0 >	> 88 >	> 105				
3.	Permits reviewed.	> 0 >	>	>				
4.	>	>	>	>				
5.	>	>	>	>				
UNDEMAND								
1.	Violations Investigated.	> 114 >	> 234 >	> 280				
2.	Field Inspections Performed	> 0 >	> 300 >	> 360				
3.	Hours on Inspections	>	>	>				
4.	>	>	>	>				
5.	>	>	>	>				
6.	>	>	>	>				
7.	>	>	>	>				
8.	>	>	>	>				
9.	>	>	>	>				
10.	>	>	>	>				
PRODUCTIVITY								
1.	Costs/Inspection	> ERR >	> \$273.33 >	> \$241.67				
2.	Hours/Inspection	>	>	>				
3.	Costs/violation	> \$656.54 >	> \$350.43 >	> \$310.71				
4.	Hours/violation	>	>	>				
5.	>	>	>	>				
EFFECTIVENESS								
1.	Violations resolved.	>	>	>				
2.	Conditions complied with.	>	>	>				
3.	Violations referred to Court	>	>	>				
4.	Inspections/Violation	>	> 1.28 >	> 1.29				
5.	>	>	>	>				
RESOURCES								
Budgeted Positions		1.40	1.40	1.40				
Expenditures		\$74,845	\$82,000	\$87,000				
PROGRAM EXPENDITURES		FY90-91	FY91-92	FY92-93				
		Actual	Estimated	Approved				
Personnel Expenses		\$ 66,195	\$ 72,810	\$ 76,550				
Contracted Services		526	280	1,540				
Commodities		274	20	140				
Internal Charges		7,850	8,490	8,500				
Other Payments		0	0	0				
Total		\$ 74,845	\$ 82,000	\$ 87,000				
Annual % Change		31.76%	9.56%	6.10%				
FUNDING SOURCES								
General Fund Taxes		\$ 74,845	\$ 82,000	\$ 87,000				
Total		\$ 74,845	\$ 82,000	\$ 87,000				
EQUIVALENCY FACTOR								
Cost per EDU		\$4.67	\$4.93	\$5.04				
Annual % Change		20.67%	5.61%	2.21%				
PROGRAM STAFFING		FY90-91	FY91-92	FY92-93				
		Actual	Estimated	Approved				
Regular Positions								
Building Official		0.20	0.20	0.20				
Secretary		0.20	0.20	0.20				
Code Enforcement Officer		1.00	1.00	1.00				
Senior Administrative Clerk		0.00	0.00	0.00				
Other Staffing (Full-Time Equivalents)								
Total - Full Time Equivalents		1.40	1.40	1.40				
COMMENTARY								
For FY90-91, program costs reflect the impact of full-year staffing of the program.								
As approved for FY92-93, no program changes are anticipated. Program expenditures reflect added training costs.								

**CITY OF ANTIOCH  
1992-93 BUDGET**

**PROGRAM DESCRIPTION AND OBJECTIVES**

**FUND:**                • General Fund  
**DEPARTMENT:**    Community Development  
**ACTIVITY:**        Building Services  
**ACTIVITY CODE:** DFA

**GENERAL ACTIVITY DESCRIPTION:**

*The Building Services Division has the responsibility to inspect all structures constructed within the City which are not in the public right-of-way. Personnel assigned to Building Inspection administer the Building, Plumbing, Electrical and Mechanical Codes which are adopted by both the City and the State of California. Building Inspection personnel also ensure that the City Building Codes are constantly reviewed for conformance with applicable Federal and State laws. The Building Department administers and collects development fees charged by the City, including facility reserve fees, water storage fees and drainage fees. Included among the other assorted responsibilities assigned to the Building Department are maintenance of the City's street address system, inspection of all older structures in the City for health and safety hazards, enforcement of State and Federal handicapped requirements, enforcement of State Energy Conservation requirements, supply assistance to other departments and divisions of the City and County, including the Riverview Fire Protection District, and County Health Department, Planning Division, and the Engineering Services Division of the City of Antioch.*

**OBJECTIVES TO BE ACCOMPLISHED IN 1992-93:**

1. Relocate Building Department to City Hall complex.
2. Implement URM regulations.
3. Implement new federally mandated American Disabilities Act Requirements.
4. Continue to microfilm building permits.
5. Review policies and procedures necessary to incorporate on-going improvements in plan review, inspections and public information.
6. Schedule training sessions to cover technical codes, state regulations and customer services.
7. Organize procedures to incorporate changes required for City department reorganization.

**CITY OF ANTIOCH  
1992-93 BUDGET**

*Activity Code: Building Inspection - DFA (Continued)*

<b>PROGRAM COSTS</b>	<b>ACTUAL 1990-91</b>	<b>REVISED BUDGET 1991-92</b>	<b>APPROVED 1992-93</b>	<b>INCREASE/ (DECREASE)</b>
<i>Personnel Services</i>	332,977	385,430	376,980	(8,450)
<i>Supplies &amp; Services</i>	45,332	27,350	31,870	4,520
<i>Capital Outlay</i>	0	0	500	500
<i>Total</i>	378,310	412,780	409,350	(3,430)
<i>Revenue</i>	745,990	913,000	830,000	(83,000)
<i>Net City Cost</i>	367,680	(500,220)	(420,650)	79,570

**MAJOR CHANGES**

*Change due to reorganization.*

**STAFFING**

	<b>ACTUAL 1990-91</b>	<b>REVISED BUDGET 1991-92</b>	<b>APPROVED 1992-93</b>	<b>INCREASE/ (DECREASE)</b>
<i>Total Employees</i>	6.00	6.00	5.50	(0.50)

## CITY OF MANTECA

## PUBLIC WORKS: BUILDING REGULATION &amp; INSPECTION

Acct. No.  
100-421

USE OF FUNDS	1990-91 Actual	1991-92 Actual	1992-93 Budget	Variance Amount	Percent
Personnel Services	\$ 263,395	\$ 231,150	\$ 316,945	\$ 85,795	37.12
Materials, Supplies, & Services	80,299	77,887	55,400	(22,487)	(28.87)
Total Budget	\$ 343,594	\$ 309,037	\$ 372,345	\$ 63,308	20.49
Staff					
Regular	5.0	5.0	5.0		
Total	5.0	5.0	5.0		

Function and Description

The building regulation and inspection division is responsible for investigating and acting upon all building and related violations by issuing warnings and citations to individuals responsible for such violations. The division is responsible for all plan checking, code compliance, and structural stability; the issuance of building, plumbing, and electrical permits; all field building inspections; and the enforcement of all building codes and related Ordinances.

## PUBLIC WORKS: BUILDING REGULATION & INSPECTION

### Work Programs

Using computer permit system to streamline permit processing.

Emphasis on training of the Uniform Building Code.

Implement inspection procedures to ensure uniform enforcement.

Streamline plan check process by using Fast Track and 48 hour express plan check.

Modify the computer permit issuance software to track expiring permits and develop a standard letter writing capacity within the software so that form letters can be sent to property owners and contractors.

Continue the training of building inspectors in Title 24 and the Uniform Building Code.

Emphasize department training on design and inspection of buildings to resist earthquakes.

Continue to improve dialogue between City departments to expedite plan check response.

Develop procedures to assist and inform property owners during the plan review and building inspection process.

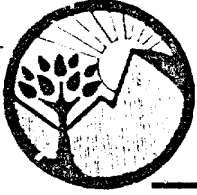
Restructure the department so that individual inspectors are specialized in certain aspects of building inspections.

Improve the public image of the department.

Work with the building inspection departments of other local jurisdictions to find ways to improve the department and to make the department more uniform with other jurisdictions.

Attempt to increase the current posted department hours from two hours per day to eight hours per day.





CITY OF MERCED

EXECUTIVE OFFICER - BUILDING INSPECTION      GENERAL FUND 001  
ACCOUNT NO. 0502

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Current Budgeted Expenses

Personnel Services	\$326,710
Supplies and Services	45,669
	<u>\$372,379</u>

Financing Sources

Refuse Fund	\$ 7,448
Water Fund	1,862
Wastewater (Main Sewers) Fund	1,862
General Fund - Plan and Specification Checking Fees	47,539
General Fund - Building Permits	242,522
General Fund	71,146
	<u>\$372,379</u>

Personnel

<u>Position #</u>	<u>Classification</u>	<u>Current</u>	<u>Approved</u>
1825	Chief Building/Construction Project Official	.5	.5
1610/11/12	Building Inspector I/II/III	3.5	3.5
6345	Plan Checker	2	2
6200/01	Permit Technician I/II	1	1



EXECUTIVE OFFICER - BUILDING INSPECTION

GENERAL FUND 001  
ACCOUNT NO. 0502

- 04 Overtime for Board of Zoning Adjustment meetings, microfilming, and special inspections
- 10 Fringe benefits which include Public Employees' Retirement System; Social Security; State Unemployment Insurance; Worker's Compensation; disability insurance; health, life, vision and dental insurances; management physicals; vehicle allowance; and compensatory time
- 11-00 PG&E service for a portion of City Hall building
- 12-00 Monthly service charges, Centrex charges, and long distance telephone expenses
- 13-00 General office postage and mailings for zoning and code enforcement and construction seminars
- 15-00 Office supplies include microfilm supplies, paper, envelopes, letterhead, pens, pencils, and miscellaneous other supplies
- 16-00 Printing of inspection requests, business cards, permit applications, gas and electric tags, and permit process pamphlets
- 17-00 Microfilming, jacketing and labeling of construction files
- 18-00 California Building Officials monthly meetings and Building Trades Code Enforcement Officers meeting
- 19-00 Mileage to cover reimbursement to employees who use their private vehicle for work
- 20-00 International Chief Building Officials Plumbing, Mechanical and Structural certificate programs and code seminars
- 22-00 Maintenance for microfiche equipment and one typewriter
- 23-00 Fuel, parts and labor for vehicles
- 24-00 International Chief Building Officials Membership; International Association of Plumbing and Mechanical Officials; California Building Officials; International Association of Electrical Inspectors; Yosemite Chapter of ICB0; California State Administrative Code, Titles 19, 24, and 25; and construction data information
- 26-00 Maintenance for five vehicle two-way radios and pagers and one base station



EXECUTIVE OFFICER - BUILDING INSPECTION (Continued)

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- 27-00 Small tools such as levels, rulers, tapes, testers, flashlights, and other equipment for plan checking and inspections
- 28-00 Foul weather jackets
- 29-00 A portion of the copier maintenance and supplies, and I.C.B.O. research reports
- 30-00 General liability and automobile casualty insurance
- 32-00 Funds for accumulation of scheduled vehicle replacement
- 1103-633-43-01 Vehicle Renovation (from Fleet Management Fund)

<u>Equip. No.</u>	<u>Year</u>	<u>Estimated Cost</u>
E-4	1983 Sedan	\$ 450

## EXECUTIVE OFFICER - BUILDING INSPECTION

PERSONNEL SERVICES	ACTUAL	BUDGETED	REQUESTED
	1990-91	1991-92	1992-93
01-00 Salaries	209,427	191,003	232,842
03-00 Wages			
04 Other Pay	2,107	4,15	3,180
10 Fringe Benefits	77,107	87,852	90,688
<b>SUBTOTAL</b>	<b>288,641</b>	<b>283,018</b>	<b>326,710</b>
<b>SUPPLIES &amp; SERVICES</b>			
11-00 Utilities	4,629	8,793	5,945
12-00 Telephone	3,813	3,905	3,906
13-00 Postage	145	372	336
14-00 Advertising			
15-00 Office Supplies	1,960	2,515	2,183
16-00 Printing	1,938	1,080	3,494
17-00 Professional Services	17,197	28,818	8,588
18-00 Travel and Meetings	1,292	2,458	1,765
19-00 Car Allowance - Mileage	2,421	1,539	55
20-00 Training Expense	4,826	3,696	2,696
21-00 Rents and Leases			
22-00 Office Equipment O & M	567	621	451
23-00 Vehicle O & M	7,771	4,135	5,489
24-00 Subscriptions, Dues	1,086	5,234	834
25-00 Building, Facility O & M			
26-00 Other Equipment O & M	1,316	852	1,506
27-00 Small Tools, Shop & Field Supplies	172	425	290
28-00 Safety Clothing & Equipment	570	150	150
29-00 Other Material, Supplies & Services	2,515	1,919	1,121
30-00 Insurance, Surety Bond	3,830	5,364	4,482
32-00 Vehicle Replacement Charge	6,700	5,744	2,398
<b>SUBTOTAL</b>	<b>62,748</b>	<b>77,620</b>	<b>45,669</b>
INTERDEPARTMENTAL DIRECT SERVICE COST			
DEBT SERVICE			
ACQUISITIONS	811	2,982	
CAPITAL IMPROVEMENTS			
<b>GRAND TOTAL</b>	<b>352,200</b>	<b>363,620</b>	<b>372,379</b>